

# Withdrawal of Claim

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Claim Actions**.
- STEP 3.** The **Case Number** screen displays.
- ☐ Insert the case number using the YY-NNNNN format.
  - ☐ Click **Next**.
- STEP 4.** Confirm the debtor(s) name and case number are correct.
- ☐ Select **Withdrawal of Claim** from the event list.
  - ☐ Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- ☐ Select the party filer.
  - ☐ Click **Next**.
- STEP 6.** A case verification screen displays.
- ☐ Click **Next**.
- STEP 7.** A claim information screen displays.
- ☐ Enter the claim number.
  - ☐ Select **Withdraw** from the drop-down list to update the claim status.
  - ☐ Click **Browse** to select the appropriate PDF to attach.
  - ☐ Click **Next**.
- STEP 8.** A case verification screen displays.
- ☐ Click **Next**.

**STEP 9.** The **Docket Text: Final Text** screen displays.

☐ Confirm the docket text is correct.

☐ Click **Next**.

**STEP 10.** The **Notice of Electronic Filing** screen displays.